

TABLE OF CONTENTS

	<u>PAGE</u>
1. INTRODUCTION	
1.1 Purpose of Guide	1-1
1.2 Idaho Purchasing History	1-1
2. UNDERSTANDING PUBLIC PURCHASING	
2.1 Definition	2-1
2.2 Purpose of the Division of Purchasing	2-1
2.3 Mission Statement	2-2
2.4 Idaho Statutes	2-2
2.5 Division of Purchasing Rules	2-3
3. THE ACQUISITION PROCESS	
3.1 Seeing the Whole Picture	3-1
3.2 Purchasing and Procurement Methods	3-2
3.2.1 Purchasing	3-2
3.2.2 Procurement	3-2
3.3 Public Agency Clause	3-3
4. DELEGATED AUTHORITY	
4.1 Requirements for Receiving or Increasing Delegated Authority	4-1
4.2 Removal or Reduction of Delegated Authority	4-2
4.3 Rules Pertaining to Delegated Authority	4-2
5. THE VENDOR REGISTRATION SYSTEM	
5.1 Bid Posting and Notification	5-1
5.2 Vendor Internet Registration	5-1
5.3 Disqualification and Removal of Vendors	5-2
6. DEVELOPING SPECIFICATIONS	
6.1 Introduction	6-1
6.2 Definition of Specification	6-1
6.3 Effective Specification Writing	6-1
6.4 How To Develop Specifications	6-2
6.5 Specification Sources	6-3
6.6 Types of Specifications	6-4
6.6.1 Standard	6-4
6.6.2 Non-Standard	6-4
6.6.3 Brand Name	6-5
6.6.4 Brand Name "or Equal"	6-5
6.6.5 Detailed Design-type or Custom-made	6-5
6.6.6 Functional or Performance-type	6-6
6.6.7 Qualified Product List Pre-Approved Brand	6-6
6.6.8 Samples and Technical Data	6-7
6.6.9 Alternatives and Optional Items	6-7
6.7 Basic Contents of Specifications	6-7
6.7.1 Scope, Classification, or Description	6-7
6.7.2 List of Requirements	6-7
6.7.3 Shall, May, Should, or Will?	6-8
6.7.4 Definition of Terms	6-8
6.7.5 Measurements	6-8
6.7.6 Figures and Tables	6-8
6.7.7 References to Other Specifications or Publications	6-8

<u>CONTENTS</u>	<u>PAGE</u>
6.7.8 Group Terms	6-9
6.7.9 Sampling, Inspection, and Test Procedures	6-9
6.7.10 Packaging and Delivery Information	6-9
6.8 Division of Purchasing Rules Pertaining to Specifications	6-10
7. REQUEST FOR QUOTATION – SMALL PURCHASES	
7.1 Methods	7-1
7.2 Property or Services Less Than \$5,000	7-1
7.3 Property or Services Greater Than \$5,000	7-1
7.4 Professional, Consultant, and Information Technology Services Less Than \$50,000	7-2
7.5 Division of Purchasing Rules Regarding Small Purchases	7-2
7.6 Statute Regarding Splitting of Requirements	7-3
8. INVITATION TO BID – LARGE PURCHASES	
8.1 Methods	8-1
8.2 Property or Services Greater Than \$50,000	8-1
8.3 Award Preferences	8-1
8.4 Standard Information Required on Invitation To Bids	8-2
8.5 Division of Purchasing Rules Pertaining to Invitation To Bids	8-2
9. REQUEST FOR PROPOSALS	
9.1 Methods	9-1
9.2 Property or Services Exceeding \$50,000	9-1
9.3 Some Common Uses of RFP	9-2
9.4 Division of Purchasing Rules Pertaining to RFPs	9-2
10. EVALUATION AND AWARD	
10.1 Definitions	10-1
10.2 Lowest Responsible, Lowest Cost Bidder Method	10-2
10.2.1 Factors in Determining Responsibility	10-2
10.3 Point Method of Award	10-3
10.3.1 Examples of Mandatory Minimum Requirements	10-3
10.3.2 Examples of Point-Rated Criteria	10-3
10.4 Negotiations	10-3
10.5 Best and Final Offers - Discussions	10-4
10.6 Tie Bids	10-5
10.7 The Idaho Reciprocal Preference Law	10-5
10.7.1 Idaho State 67-2349	10-5
10.7.2 How It Affects Purchasing	10-6
10.7.3 How Applied to Bids	10-6
10.7.4 Definition of Domiciled	10-7
10.7.5 Definition of Significant Idaho Economic Presence	10-7
10.7.6 List of States and Their Preferences	10-7
10.7.7 Canadian Preference	10-7
10.8 Special Printing Preference	10-9
10.9 Division of Purchasing Rules Regarding Bid Evaluation & Awards	10-9
10.10 Idaho Statutes Pertaining to Printing	10-14
10.11 Idaho Statute Pertaining to Idaho Preference Law	10-15
11. CONTRACTS, PRICE AGREEMENTS, LEASES	
11.1 Definition	11-1
11.2 Types of Contracts	11-1
11.3 Statewide Contracts	11-1

<u>CONTENTS</u>	<u>PAGE</u>
11.4 Single Agency Contracts	11-2
11.5 Price Agreements	11-2
11.6 Leases	11-3
11.7 Lease with Purchase Option	11-3
11.8 Time Purchases	11-4
11.9 Service Contracts	11-5
11.10 Division of Purchasing Rules Pertaining to Contracts	11-5
12. PROFESSIONAL, CONSULTANT, INFORMATION TECHNOLOGY SERVICES	
12.1 Definitions	12-1
12.2 Methods	12-1
12.2.1 Services Costing Less Than \$50,000	12-1
12.2.2 Services Costing More Than \$50,000	12-1
12.3 Rules Pertaining to Professional, Consultant, IT Services	12-2
13. SALES AND USE TAX EXEMPTION	
13.1 Is the Government Exempt?	13-1
13.2 Is There a Tax Exempt Number?	13-1
13.3 Purchases Outside of the State – delivered to the State	13-1
13.4 Purchases Outside of the State	13-2
13.5 Items Used Outside of the State	13-2
13.6 Items Bought by Contractors	13-2
13.7 Items Provided by the State to Contractors	13-2
13.8 Cash Purchases	13-2
13.9 Tax Exemption on Lodging	13-2
13.10 Idaho Standard Terms and Conditions	13-3
13.11 Tax Commission Administrative Rules	13-3
13.12 Statutes Pertaining to Tax Exemptions	13-5
13.13 Tax Exemption Forms	13-8
14. EMERGENCY PURCHASES	
14.1 Definition	14-1
14.2 Methods	14-1
14.3 Rules Regarding Emergency Purchases	14-1
14.4 Idaho Statute Regarding Emergency Purchases	14-2
15. SOLE SOURCE	
15.1 Definition	15-1
15.2 Methods	15-1
15.3 Rules Regarding Sole Source	15-2
15.4 Idaho Statute Regarding Sole Source	15-2
16. FOOD SERVICES AND CONCESSIONS	
16.1 Definition	16-1
16.2 Methods	16-1
16.2.1 Food Services	16-1
16.2.2 Exemptions	16-1
16.3 Idaho Statutes Regarding Food Services	16-1
16.4 Division of Purchasing Rules Pertaining to Concessions	16-3
17. REHABILITATION FACILITIES - CORRECTIONAL INDUSTRIES	
17.1 Rules Regarding Rehabilitation Facilities	17-1
17.2 Idaho Statute Regarding Rehabilitation Facilities	17-1
17.3 Idaho Statute Regarding Correctional Industries	17-1

CONTENTS

PAGE

18. EXCEPTIONS TO BIDDING

18.1	List of Exceptions	18-1
18.2	Division of Purchasing Rules Regarding Exceptions	18-2
18.3	Division of Purchasing Policy Directives	18-3

19. INFORMATION TECHNOLOGY PURCHASING

19.1	Definition	19-1
19.2	Information Technology Purchasing Officer	19-1
19.3	Methods for IT Property Purchases	19-1
19.3.1	IT Property Costing Less Than \$5,000	19-1
19.3.2	IT Property Costing More Than \$5,000 and Less Than \$50,000	19-1
19.3.3	IT Property Costing More Than \$50,000	19-2
19.4	Purchasing Methods and Rules for IT Services	19-2
19.4.1	IT Services Less Than \$50,000 and Less Than One Year	19-2
19.4.2	IT Services More Than \$50,000	19-2
19.5	Leased or Rental of IT Property	19-2
19.5.1	Leases or Rentals Less Than \$50,000 or Delegated Authority and Less Than One Year	19-2
19.5.2	Leases or Rentals Exceeding \$50,000 or One Year	19-2
19.6	Microcomputer Contracts	19-2
19.7	Master License Agreements	19-3
19.8	ITRMC Review and Approval	19-4
19.9	Telephone and Communication Systems Review	19-4
19.10	Division of Purchasing Rules Regarding Information Technology	19-4

20. PRINTING

20.1	Introduction	20-1
20.2	Utilizing the State Copy Center	20-1
20.3	Project Planning	20-1
20.4	Developing Printing Specifications	20-3
20.4.1	Specifications List and Instructions	20-3
20.5	Purchasing Rules and Methods	20-9
20.5.1	Purchases Costing Less Than \$5,000	20-10
20.5.2	Purchases Costing Over \$5,000 and Less Than \$50,000	20-10
20.5.3	Purchases Over \$50,000 or Exceeding Authority	20-10
20.6	Special Bidding/Evaluation Requirements	20-10
20.7	Idaho Reciprocal Preference Law and Printing	20-11
20.8	Use of Statewide Contracts	20-11
20.9	Special Printing Information Requirement	20-12
20.10	State Library Depository Program	20-12
20.10.1	It's The Law	20-12
20.10.2	What is a State Document?	20-13
20.10.3	Criteria for Deposit	20-13
20.10.4	Categories of Publications	20-14
20.10.5	Gray Area	20-14
20.10.6	Ask Us!	20-15
20.11	Bindery Selection	20-15
20.12	Paper Selection	20-16
20.13	Printing Trade Customs	20-17
20.14	Glossary of Industry Terms	20-18
20.15	If You Have a Problem	20-29
20.16	Idaho Statutes Pertaining to Printing	20-29

<u>CONTENTS</u>	<u>PAGE</u>
21. ETHICS AND VENDOR RELATIONSHIPS	
21.1 Prohibitions and Safeguards	21-1
21.2 NIGP Code of Ethics	21-2
21.3 Guidelines to the Code of Ethics	21-3
21.4 Vendor Relationships	21-4
21.5 Timely Processing of Invoices	21-4
21.5.1 Idaho Statute Regarding Processing Invoices	21-4
22. REPORTING PURCHASES	
22.1 Reporting Purchases from Contracts	22-1
22.1.1 Contract Prefix Definitions	22-1
22.2 Agency Delegated Purchasing Monthly Reports	22-2
22.2.1 Reporting Form	22-3
23. SURPLUS PROPERTY DISPOSAL AND TRADE-INS	
23.1 State Board of Examiners Policy	23-1
23.2 Trade-Ins	23-7
23.3 Surplus Property Disposal Request Form and Instructions	23-7
23.4 Idaho Statutes Pertaining to Surplus Property	23-11
24. TERMS AND CONDITIONS	
24.1 Standard Conditions and Instructions to Bidders	24-1
24.2 Standard Contract Terms and Conditions	24-6
24.3 Special T&Cs for Request For Proposals	24-11
24.4 Special T&Cs for Computer Hardware and Software	24-13
24.5 Special T&Cs for Janitorial Contracts	24-18
24.6 Special T&Cs for Lease/Time Purchase Contracts	24-19
24.7 Special T&Cs for Vehicle Leases	24-20
24.8 Special T&Cs for Statewide Contracts	24-24
24.9 Special T&Cs for Blanket Purchase Orders – Price Agreements	24-24
24.10 Miscellaneous T&Cs	24-25
25. PUBLIC WORKS	
25.1 Definition	25-1
25.2 Determining Public Works Projects	25-1
25.3 Administration of Construction Projects	25-3
25.4 Methods	25-4
25.4.1 Projects Costing Less Than \$2,500	25-4
25.4.2 Projects Costing Over \$2,500 and Less Than \$30,000	25-4
25.4.3 Projects Costing Over \$30,000	25-5
25.5 Requirements for Informal Bids & Letter Contract	
Documentation	25-6
25.6 Sample Documents for Informal Bids	25-6
25.7 State Statutes Pertaining to Public Works	25-10
26. VEHICLE PURCHASES	
26.1 Definition	26-1
26.2 Statewide Contracts	26-1
26.3 Leases	26-1
26.4 Agency Purchasing Authority	26-1
26.5 Alternative Fuel Vehicle Requirements	26-2
26.5.1 Reporting Requirements	26-2
26.6 Guidelines for Purchasing Vehicles	26-2
26.7 Dealer Licensing Requirements	26-3

CONTENTS

PAGE

26.8	Statutes Pertaining to Dealers	26-4
27.	(Reserved for Future Use)	
28.	(Reserved for Future Use)	
29.	(Reserved for Future Use)	